

Regular Council Meeting—June 11, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on June 11, 2013 at 7:00 p.m.

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Rev. Karen Joy Kelly, St. Peter’s Episcopal Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Bill Ferguson
Mr. Timothy George
Mr. Jay Higginbotham

Mr. Edwards arrived at 7:03 p.m.

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Dan Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Deputy Chief Ken Walsh, Police Department
Mr. John Eller, Town Attorney
Mr. John Tomlin, Public Works Director
Mr. Steve Bond, Wastewater Treatment Director
Mrs. Mary Hall, Administration

- 3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mr. Ferguson, seconded by Mrs. Dalton, to approve the agenda.

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

- 4. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

- 5. Special Items or Recognitions
- 6. Consent Agenda

- a) Approval of Minutes-Regular Meeting May 14, 2013
- b) Receive monthly review of Invoices
- c) Receive monthly review of Revenue & Expenditures
- d) Receive monthly review of Reserve Balance/Investment Report

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, to approve the items as listed on the consent agenda.

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes

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Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

7. Public Hearings

8. Standing Committee/Commission/Board Reports

a) Council Committees

i. Finance/Human Resources Committee

Altavista EMS Funding Consideration

Mrs. Dalton advised the Finance Committee has received additional information in regards to the Altavista EMS' request. The Committee reviewed the Altavista EMS' funding request for assistance with the purchase of a 4WD ambulance. Campbell County, through its Public Safety Program, is expected to provide \$150,000 toward this project. Altavista EMS has requested \$10,105 from the Town to complete the funding for the purchase. The Committee reviewed the information and based on the County's commitment recommends that \$10,105 be included in the FY 2014 Budget as a one-time contribution to Altavista EMS for assistance to purchase this piece of equipment. The money would be provided once verification of the vehicle purchase price is provided to the Town.

A motion was made by Mrs. Dalton, seconded by Mr. George, that \$10,105 be included in the FY 2014 Budget as a one-time contribution to the Altavista EMS for assistance to purchase the 4WD ambulance.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Altavista on Track "No Interest Loan" Funding Request

Mrs. Dalton advised last month, Town Council reviewed the request of Altavista On Track for funding in the amount of \$50,000.47 for addition to the existing "No Interest Loan" program that was begun as part of the Community Development Block Grant (CDBG) project several years ago. The CDBG loan program has \$49,999.53 that has been loaned on a revolving basis, but is restricted to the Downtown Business District. The requested \$50,000.47 would be for the same type of loans but for businesses outside of the Downtown Business District. The Committee recommends that \$50,000.47 be allocated for use of a "No Interest Loan" program that will be administered by Altavista On Track and the Town of Altavista. Altavista On Track will provide an annual report to the Council on both loan programs and staff will develop a Memorandum of Understanding between the Town and AOT related to administration of the loan program. The requested money would be funded from General Fund Reserves.

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that \$50,000.47 be allocated for use as a "No Interest Loan" program for business façade improvements that will be administered by Altavista on Track.

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Mrs. Dalton noted this is a loan program, they are matched loans by the recipient and they will be repaid. Should the Town decide to stop the program over a period of time, this money will come back to the Town.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Virginia Retirement System (VRS) Hybrid Plan & Disability Program

Mrs. Dalton noted a memorandum was received from Finance Director Tobie Shelton that provides an update on the new legislation that will impact all new employees after January 1, 2014.

Altavista Boundary Adjustment

Mrs. Dalton reported the Finance Director has provided an update on the Meals Tax Revenue Agreement that the Town has with Campbell County in regard to the previous boundary line adjustment (Altavista Commons Shopping Center). She noted this will be the first year the threshold of \$2,500,000 for revenue sharing has been reached. The contract calls for anything over the threshold to be shared 50/50 with Campbell County.

Armory Reuse/Redevelopment Proposals

Mrs. Dalton mentioned staff has published the RFP for proposals for Reuse/Redevelopment of the Armory site/property noting this issue is ongoing.

ii. Police/Legislative Committee

FY 2014 Capital Improvement Program (CIP) - Vehicle Purchase

Mr. Edwards advised the Police Committee discussed with staff the inclusion of a patrol vehicle in the FY 2014 Capital Improvement Program and it was decided that the item would remain in the program but it would be brought back to the Committee for review if the staff felt it should be purchased. He noted after discussing with Acting Chief Walsh, Walsh did not feel this purchase was critical.

It was the consensus of Council to leave the vehicle purchase in the FY2014 Capital Improvement Program.

FY2013 Capital Improvement Program (CIP) - Rifles Purchase

Mr. Edwards advised the Police Committee discussed with staff the nature of the rifle purchase as listed in the FY2013 CIP. These rifles have been ordered and manufactured. He noted eight other municipalities are using the same rifles. The Committee feels the rifle purchase, as approved in the FY2013 CIP, should remain.

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iii. Public Works/Utility Committee

Street and Charlotte Avenue Drainage Issue

Mr. Ferguson advised this item has been under consideration for some time. At this time staff is working with VDOT in regard to calculations that will determine if the drainage can enter into their system on Main Street. Based on conversations with the VDOT engineer, he has a large project that he is working on and will not be able to get to this one until late 2013/early 2014. At this time, the Committee feels because VDOT will ultimately have to review the calculations whether they do them or an engineer is hired to do them, it is in the Town's best interest to wait until VDOT is available. He noted staff will stay in touch with the VDOT contact and wait until he is available to assist.

Tree Removal Request- Downtown Project

Mr. Ferguson advised the Committee reviewed the previous request for the removal of trees in the 600 block of Main Street (in the Downtown Streetscape project area) and decided to leave the trees at this time.

Utility Projects (Water Asset Management Study)

Mr. Ferguson reported the Committee has been reviewing and discussing the projects identified in the Water Asset Management Study and recommends that the Town proceed with the engineering/design phase of the project identified as "1A" (Bedford Avenue). A project sheet that shows the engineer's estimate for this project was presented. Upon approval staff will work with the list of engineers to get proposals for this task. Council was presented a listing of "updated" preliminary cost estimates for both Project 1A (Bedford Avenue) and Project 1B (Main Street), while the total is the same the allocation to each project has changed. Project 1A preliminary estimate is \$2,388,083.

A motion was made by Mr. Ferguson, seconded by Mr. Edwards, to allow staff to proceed with getting quotes for the engineering design of Project 1A (Bedford Avenue) as identified in the Water Asset Management Study.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Other Items/Updates

WWTP EOP – Pad has been constructed and trees planted. Dr. Licht visited the site on Wednesday, June 5th and was very pleased with the progress.

Mr. Edwards stated he received information about some EPA monies that might be available to help defray the cost up to 100%.

Utility Agreements – Staff is working on assessing local needs.

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Lynch Mill Road Paving- This item was addressed in the most recent VDOT inspection and staff is working on moving this forward during the summer months, to avoid school traffic.

Colonel Club Sign Placement – Staff is working with representatives of the Colonel Club on this issue and hopes to make a recommendation to the Committee in late June.

Tree Removal Request (1418 Broad Street) – A citizen has asked that a tree in close proximity to their property be removed. Staff has inspected the tree and has determined that it appears healthy. At this time the Committee has decided to monitor the site and take no additional action.

b) Others

i. Recreation Committee

Mr. Witt advised the Altavista Recreation Committee has had several joint meetings with the Campbell County Park's Committee to develop a plan for the park adjacent to the Town's English Park. The County has approximately \$131,000 designated for park development. This is monies left over partially from the development of Third Street. The Committees' first objective was to come to an agreement on the priorities for development of the 4 phases/areas of the park; a consensus for development has been reached. Deputy County Administrator, Clif Tweedy developed a budget based on the priorities agreed upon by both committees. This budget underwent 2 or 3 revisions and in its current form is considered to be the best option for proceeding and is based on available county funding. The work will be completed by County employees thus saving about \$3 for every \$1 spent. At this time no funding is being requested from the Town; however, it should be noted that the difference between a partial completion and total completion of priorities (phases) 1-4 is about \$57,000. He noted the Recreation Committee is requesting a consensus from Town Council so this plan can be presented to the Campbell County Board of Supervisors followed by engineering design and construction.

Mrs. Dalton asked for clarification on where the money would be coming from.

Mrs. Mary Pascal, Campbell County Department of Recreation, offered the money is all Campbell County funded. The county received a government grant which put the road in which extended Third Street to the entrance into the county side of the park and the county matched. By doing some of the work with the County's crew, and VDOT sending in their crew, none of the match money was used. She noted originally the county budgeted \$100,000 for every park to be developed; the extra is from a grant when the property was purchased.

Mr. George asked Council to vote on this item but to also consider asking the Finance Committee to review the \$57,000 to complete Phases 1-4.

A motion was made by Mr. George, seconded by Mr. Ferguson, to accept the proposal from Campbell County and the Recreation Committee.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes

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Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Bill Ferguson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

It was the consensus of Council to forward to the Finance Committee for their review spending \$57,000 for total completion of Phases 1-4 of the park.

9. New Business

a) Consideration of Annual Services Agreement-Engineering & Related

Mr. Coggsdale advised earlier this year, staff issued a Request for Qualifications for Annual Term Agreements for Professional Engineering and Related Services. Submittals from nine firms were received and six were invited for interviews. After the interviews the panel reached a consensus that they would like to award Annual Services Contracts to five of the firms. The selected firms are:

- B&B Consultants, Inc. (South Boston, VA)
- Dewberry (Danville, VA)
- Gay & Neal (Christiansburg, VA)
- WW Associates (Lynchburg, VA)
- Wiley/Wilson (Lynchburg, VA)

He stated staff would like for the Council to authorize the Town Manager to execute Annual Term Agreements with each of these firms. The execution of the agreements does not obligate the Town financially, but provides the procurement mechanism for future need of engineering and related services. The agreements will be for one (1) year with the ability to extend for up to an additional four (4) years.

A motion was made by Mrs. Dalton, seconded by Mr. George, to authorize the Town Manager authority to execute agreements with the selected firms for professional engineering and related services.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

10. Unfinished Business

a) Consideration of Adoption of the FY2014 Budget & Utility Rate/Fee

Mr. Coggsdale advised at last month's Council meeting, Town Council conducted the required Public Hearing on the FY2014 Budget and Capital Improvement Program (CIP) and staff was directed to make a change to the Avoca contribution. He noted tonight's meeting Council would consider adoption of the FY2014 Budget and Capital Improvement Program (CIP), as well as the PPTRA resolution and Tax Rates. This total reflects the earlier approval of funds for the Altavista EMS and Altavista on Track.

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A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the FY2014 Budget in the amount of \$7,193,510 be adopted and the funds be appropriated.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the FY2014-2018 Capital Improvement Program.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. George, that the PPTRA resolution setting the tax relief at 62% be adopted.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

PPTRA RESOLUTION FOR INCLUSION WITH ANNUAL BUDGET RESOLUTION FOR 2013

Altavista, Virginia

In accordance with the requirements set forth in VA. CODE ANN. §58.1-3524 C.2. and §58.1-3912 E., as amended by Chapter 1 of the Acts of Assembly (2004 Special Session I) and as set forth in Item 503.E. (Personal Property Tax Relief Program) of Chapter 951 of the 2005 Acts of Assembly, any qualifying vehicle situated within the Town of Altavista commencing January 1, 2013, shall receive personal property tax relief in the following manner:

- Personal use vehicles with assessed value of \$500 or less will be eligible for 100% tax relief;
- Personal use vehicles with assessed value of \$501 to \$10,000 will be eligible for 62% tax relief;
- Personal use vehicles with assessed value of \$10,001 or more shall receive only 62% tax relief on the first \$10,000 in assessed value;
- All other vehicles which do not meet the definition of "qualifying" (such as business use vehicles, farm use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program;
- In accordance with Item 503.D.I. of Chapter 951 of the 2005 Acts of Assembly, the entitlement to personal property tax relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1,

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2006. Supplemental assessments for tax years 2005 and prior years that are made on or after September 1, 2006 shall be deemed "non-qualifying" for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

A motion was made by Mrs. Dalton, seconded by Mr. George, that the Tax Rates for the Town of Altavista be adopted as unchanged for FY 2014.

Mr. Edwards mentioned the Peer Analysis Study conducted showed the Town of Altavista's tax rate being 18% higher than the other localities in the study. It is his hope Council can find a way to reduce the tax rate.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mrs. Dalton, seconded by Mr. Ferguson, that the Utility Rates (Water and Sewer) be adopted as advertised.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Bill Ferguson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

Mayor Mattox complimented staff and the department heads for the work that was done on the budget. He stated the budget shows no tax increases, services are still provided, a surplus in both the General and Enterprise Funds, and the first time a draft budget has shown a surplus in the Water and Sewer Operations in several years. The budget is debt free and Capital Improvements were greatly reduced over the past year. The budget includes a 2% salary adjustment for all employees and addressed health insurance cost.

11. Manager's Report

a) Project Updates

Mr. Coggsdale advised the weather has delayed the completion of the Pittsylvania/Main Street Intersection project, which is now scheduled for completion by the end of June.

b) Reports

- i. Departmental
- ii. Others

c) Other Items as Necessary

Mayor Mattox noted the 64th Uncle Billy's Day was recently held and thanked the Altavista Chamber of Commerce and others involved for putting together a successful event.

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Mrs. Eller stated she would give an update at the July Town Council meeting.

d) Informational Items

12. Matters from Town Council

13. Closed Session

Mayor Mattox asked if there was anything else to bring before Council.

No one came forward.

The meeting was adjourned at 7:30 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk